BRAILLE AUTHORITY OF NORTH AMERICA
SPRING MEETING
Thursday, April 12, 2007: 5:30-7:00 PM
Friday, April 13, 2007: 9:00 AM-5:00 PM
Saturday, April 14: 9:00 AM-5:00 PM
Sunday, April 15, 2007: 9:00 AM-12:00 PM

Hosted By
American Printing House for the Blind
Louisville, KY

MINUTES

1 Call to Order ..... Judy Dixon

Judy Dixon called the meeting to order at 5:30 PM, Thursday, April 12.

2 Welcome ..... Gary Mudd

Gary welcomed the board to Louisville on behalf of the American Printing House for the Blind.

Micheal Hudson, the curator of the museum at the American Printing House for the Blind, is interested in hosting the BANA archives. If the board agrees, a memo of understanding must be developed between BANA and APH. BANA will take an active role in organizing the boxes before sending them to APH.

3 Seating of BANA Members and New Representatives ..... Judy Dixon

Gary Mudd was appointed to serve as the American Printing House for the Blind's representative to BANA.

4 Self-Introductions ..... Representatives and Observers

BANA Representatives:
Judith (Judy) Dixon, National Library Service for the Blind and Physically Handicapped, Library of Congress (NLS), Chair
Jennifer Dunnam, National Federation of the Blind (NFB), Secretary
Kim Charlson, American Council of the Blind (ACB), Immediate Past Chair
Diane Wormsley, Association for Education and Rehabilitation of the Blind and Visually Impaired (AER)
Pam Boss, Clovernook Center for the Blind and Visually Impaired (CCBVI)
Frances Mary (FM) D'Andrea, American Foundation for the Blind (AFB)
Susan (Sue) Reilly, California Transcribers and Educators of the Visually Handicapped (CTEVH)
Gary Mudd, American Printing House for the Blind (APH)

Bonnie Grimm, Braille Institute of America (BIA)
Jill Cooter, CNIB (Canadian National Institute for the Blind), standing in for Darleen Bogart
Mary Archer, National Braille Association (NBA)
Eileen Curran, National Braille Press (NBP)

BANA Representatives Not In Attendance:
Mary (May) Davis, Associated Services for the Blind (ASB)
Maria Stevens, Royal New Zealand Foundation of the Blind, Associate Member

5 Meeting Arrangements.....Judy Dixon

Judy Dixon announced meeting logistics. APH will provide transportation to and from APH, as well as all breakfasts and lunches.

6 Board's Liability Statement.....Jennifer Dunnam

Jennifer Dunnam, Secretary, read the following indemnification statement:
BANA indemnifies its Officers and Board of Directors and holds them harmless from all claims of every kind, including court expenses, attorney's fees, and the claimed amount arising from the performance of their duties as Officers and Directors except for their own acts of dishonesty and gross negligence. (Adopted March 30, 1987)

7 Agenda Approval.....Judy Dixon

MSC Mary Archer moved that the agenda be approved. Motion passed unanimously.

8 Around the Table ..... All BANA representatives

Representatives informed the board about activities of their organizations having to do with braille.

The meeting was recessed at 7:37 PM.

The Friday, April 13, Meeting was called to order at 8:45 AM.

Observers:
Jan Carroll
Rose Zinnious,
Dena Garrett

Tuck Tinsley welcomed the board to APH and provided some history of APH as well as highlights of current activities. Their mission relates to products, and their advisory services have to do with their products. The five major points on their strategic plan are back-orders, fundraising, new products, total sales, and safety.

9 Computer Braille Technical Committee .....Melissa Hirshson

Judy Dixon read the report, which is on file.

MSC Mary Archer moved to charge the Computer Braille Technical Committee with the revision and reordering of outdated material in the *Computer Braille Code: 2000 Revision*. Motion passed unanimously.

Warren will be asked not to include "done" and "discarded" charges from the committee reports, and to send a document containing all charges past and present to all board members.

GC The board expresses to the committee that we would like to see the language of the final ruling on the Special Symbols page charge (Charge 96: to draft a revision to CBC to recommend when a Computer Braille Code Symbol should appear on the Special Symbols page) completed by the fall 2007 meeting.

Judy Dixon named Eileen Curran as the new board liaison to the Computer Braille Technical Committee.

10 Mathematics Braille Technical Committee .....Dorothy Worthington

Mary Archer read the report, which is on file.

MSC Mary Archer moved that Dorothy Worthington be appointed as chair of the BANA Mathematics Braille Technical Committee for a four-year term. E-mail vote to end Thursday, November 2, 2006 at 5:00 PM EST. Motion passed unanimously.

MSC Mary Archer moved that Betsy McBride be added to the Mathematics Braille Technical Committee as a committee member for a two-year term. E-mail vote to end at noon on Wednesday, March 7. The motion was amended as follows: "that Betsy McBride be added to the Mathematics Braille Technical Committee as a *pro tem* committee member until the charge to work with the Ad Hoc Committee on Early Literacy Materials Production to develop formatting guidelines for K-3 materials has been completed." Motion passed unanimously.

Print and braille copies of the stem and leaf document were circulated to the board.

MSC Mary Archer moved that the Mathematics Braille Technical Committee be asked to distribute to the technical committees (post to BANA-tech) the stem and leaf language for their comments. The comment period will be thirty days. Voting Yes: Mary Archer, Pam Boss, Kim Charlson, Jill Cooter, Frances Mary D'Andrea, Judy Dixon, Jennifer Dunnam, Gary Mudd, Sue Reilly, Diane Wormsley. Voting No: Eileen Curran.

The document is distributed to technical committees for the purpose of ensuring that no conflicts exist between it and other codes. This stem and leaf document will not be included in the "review" version of the update but, when approved, will be part of the final version (so as to avoid circulating it twice). The "update" and the stem and leaf language will be circulating concurrently.

MSC Mary Archer moved that the Mathematics Braille Technical Committee be charged to amend the Nemeth Code requirements for Tables and Keys. Motion passed unanimously.

11 Ad Hoc Committee on Strategic Planning.....Judy Dixon

Kevin Connelly, Executive Director of the Center for Nonprofit Excellence, gave a helpful presentation on the basics of strategic planning. This presentation was arranged for the board by APH.

There was discussion of the challenges of strategic planning for a group that meets semiannually and communicates through listservs. Bringing in an outside facilitator has the advantage of leaving all the members free to participate equally in the deliberations. If guidelines can be agreed upon ahead of time on items such as how much time will be spent on each issue, the need for outside facilitator position can be reduced.

Discussion included the following: what we are trying to do with "strategic" planning--what is strategic about our activities? Strategic planning needs to include the goals and values of the member organizations, not just of their representatives. We are structured as a reactive group, responding to changes in print etc. How do we become proactive, and should we?

GC The board would like to pursue the idea of a virtual chat room for strategic planning discussions.

We need a facilitator, and we need to agree on a process. The mechanics are feasible. Perhaps an hour or so a week, for a number of weeks would suffice.
Gary Mudd will explore what might be possible in further utilizing this company--costs, working with APH, etc. Gary will get back to Judy by May 15.

Kim Charlson will put together the infrastructure for a Voice-Over Internet Protocol (VOIP) meeting.

10 Mathematics Braille Technical Committee .....Dorothy Worthington

Discussion of the Mathematics Braille Technical Committee was resumed.

Dorothy should send both the Word and the BRF files of the stem and leaf document to BANA-tech, with instructions to the chairs to circulate it to their committees for comment.

14 Music Braille Technical Committee ..... Lawrence Smith

Jennifer Dunnam read the report, along with an e-mail from Peter Osborne about ICEB developments. Both are on file.

There is still no response to the request for notes on the Zurich meeting. Kim Charlson will contact the World Blind Union to follow up on the Zurich meeting.

Larry Smith will be nominated to participate in the ICEB effort on music braille.

The print version of *Introduction to Braille Music* by Mary DeGarmo, 2nd Edition (2 volumes), which is the instruction manual for braille music transcribing published by the National Library Service for the Blind, is available only from the National Federation of the Blind, which is now administering the braille certification courses under contract with NLS.

12 Braille Formats Technical Committee .....Lynnette Taylor

Kim Charlson read the report, which is on file.

MSC Mary Archer moved that Dorothy Worthington be appointed as a consultant to the Braille Formats Technical Committee to complete the term of Mary Czepyha. E-mail vote to end at noon, Tuesday, February 13. Voting yes: Mary Archer, Darleen Bogart, Pam Boss, Betsy Burnham, Kim Charlson, Eileen Curran, Frances Mary D'Andrea, May Davis, Jennifer Dunnam, Bonnie Grimm, Diane Wormsley. Voting yes after the deadline: Sue Reilly.

The budget request in the report was approved last fall, and the committee appointments are made in the fall.

Discussion occurred about the need to develop a few more informative options for how to mark the status of a charge in a committee report, such as "circulated to technical committees," "submitted to board," "published," etc. The Publications Committee should develop these options.

Rules I, II, VI, VIII, and XIII will be in the upcoming BANA update. It was uncertain what is to be included on the CD – whether it will be rules that are already approved, or all the new rules.

Discussion turned to the question of the definition of a "ruling"-- is there something that falls between a change to a rule (or extension) and a clarification of a rule. It was clarified that sometimes there is a question about something very obscure that needs an answer but shouldn't clutter up a rule book. The example of whether to space or not between two consecutive instances of the word "for" was used – the type of question that comes up once but should not necessarily have its own rule in a code book. The chair is often asked

these types of questions, and she asks assistance from the technical committees. Those types of questions could be placed on the web site as a "BANA mailbox". These questions result in "suggested ways of handling things".

Lynnette Taylor should feel free to send the board the CD of the revised Formats rules.

MSC Jill Cooter moved to allow CNIB to use the draft Formats rules 18 and 19--clearly labeled as drafts--as part of their workshop materials for their October 2007 workshop. Motion passed unanimously.

Any request for funding for an additional meeting in 2008 should be referenced in the fall 2007 report so that it can be added to the budget at that time.

NIMAC Presentation .....Julia Myers

Julia Myers is project director for the National Instructional Materials Access Center (NIMAC) at APH. Nicole Gaines is the NIMAC manager. NIMAC was established under IDEA 2004, and is the national repository for files in the NIMAS format. 35 states and territories have signed on to the NIMAC coordination agreement. States may opt out of the NIMAC and receive their NIMAS files directly from publishers if they wish. The files in NIMAC can be distributed to entities capable of adding value to the files. The publishers deposit the files upon request from a state or local entity--the NIMAC does not request the files. Someone at the state or territory level is designated to download and work with the files, and that person can authorize a few others to do so as well. If states are able to do the braille transcribing themselves, they may do so, but there is also a mechanism for transferring the file directly to an accessible media producer.
The web site for the NIMAC is www.nimac.us
There are currently 816 certified files from publishers (books). 87 are textbooks, 6 are consumables, 30 are “other”, 692 are supplemental reading. So far, Iowa, Idaho, Kentucky, Washington, and Wisconsin have used the files. 31 states have assigned their authorized users.

www.nimas.cast.org is where a list of state NIMAS/NIMAC coordinators is kept. The files have to be requested through the state/local education agencies.
Each local school district must get into their contracts a statement authorizing use of NIMAC for purchased textbooks. Discussion of legal issues around sharing the value-added (specialized format)--the person needing the BRF must qualify under IDEIA; Chafee does not govern NIMAC; some blind/VI children are put on 504 plans and are not qualified under IDEIA.

Authorized users have access to all the files on the repository, but there has to be a tie to the purchase of the books in that state. The state is not to withdraw a book unless it has been purchased in that state.

APH is working to better coordinate NIMAC with the Louis database, so that information is available about what is done with the NIMAS files etc. The intent is to make it possible

for the BRF files to go into the APH repository and that a larger group of people can download them.

Fred Otto told the board about Squid magazine, a periodical featuring tactile graphics, and showed samples.

13 Literary Braille Technical Committee .....Martha Pamperin

Diane Wormsley read the report, which is on file.

Frances Mary D'Andrea read Rule VII.

MSC Diane Wormsley moved to accept Rule VII for distribution to technical committees. Motion passed unanimously.

GC The board accepts the plan of work outlined in the report.

Eileen will call Martha Pamperin to ask her if any of the attachments have already gone to technical committees.

15 Crafts and Hobbies Technical Committee .....Marcy Ponzio

The report was distributed separately and was not included in the board packet. Eileen Curran read the report, which is on file.

The new board liaison to the committee is May Davis.

16 Refreshable Braille Technical Committee .....Caryn Navy

Judy Dixon read the report, which is on file.

Discussion on open fora: it is too late to plan an open forum at the consumer organizations this year.

GC Caryn will be asked to prepare items for sessions for next year's consumer organization conventions and coordinate with Kim and Jennifer.

MSC Mary Archer moved to charge the Refreshable Braille Technical Committee to compile a contact list of developers of refreshable braille devices and developers of software tools for producing braille, as well as those who have developed any standards in other countries for refreshable braille format information. Motion passed unanimously.

Item 3 in the committee report is not chargeable at this point.
[3. In working toward a recommended standard for refreshable Braille format, we consider the feasibility of having automated tools for producing these materials, starting

with available file types such as DAISY, NIMAS, and HTML. In this work, we also communicate with the producers of refreshable Braille devices concerning the feasibility of having the user interface of their device support our recommended standard.]

The meeting recessed at 5:00 PM.

The April 14, 2007 meeting resumed at 9:00 AM.

17 Tactile Graphics Technical Committee ..... Lucia Hasty

Jennifer Dunnam read the report, which is on file.

The committee will be sending the guidelines to Fred Otto once they have a final draft. Fred will be editing the draft to maintain consistency of writing style. After that a small number of copies will be made for board review. The committee expects to be finished with the draft by the time of the fall meeting.

Judy Dixon named Gary Mudd as the new liaison for the tactile graphics committee.

MSC Jill Cooter moved that CNIB be granted permission to use the draft guidelines--clearly labeled as draft--for the CNIB workshop in October. Motion passed unanimously.

Sue Reilly has created an organization chart for BANA in Excel, to fulfill a request from the tactile graphics committee for a BANA organization chart. The board discussed corrections and clarifications to the organizational chart. Sue will correct it and e-mail it out again for board review.

The committee will let the BANA chair know if/when they need in-kind donations etc. from organizations.

18 Ad Hoc Committee on Early Literacy Materials Production.....Betsy Burnham

The report was distributed separately and was not included in the board packet. Diane Wormsley read the report, which is on file.

Mary Archer suggests that even with non-consumable material, a new braille page start each new print page because the teachers hand them out. Workbooks are designed to be a consumable item, whether or not they will actually be consumed. Clarify what is consumable material--any material that allows answers to be written in (whether or not they will actually be used in that manner).

MSC Diane Wormsley moved to charge the chair of the ELMP Committee to work with the chair of the Braille Formats Technical Committee to ensure that anything general on the topic of consumable materials is covered in *Braille Formats:*

Principles of Print to Braille Transcription 1997 **and that only anything specific to early literacy is included in promising practices. Motion passed unanimously.** Board liaisons are encouraged to bring their code books to BANA meetings so that they can be consulted as necessary during the discussions of their committees.

Diane will clarify with Betsy Burnham what is meant on the section about page numbers as words and verify if the formats committee is really suggesting cell 7 for the page numbers in words. The page indicator should be dots 36.

MSC Mary Archer moved that Jane Thompson be added as a member of the Ad Hoc Committee on Early Literacy Materials Production. Motion passed unanimously.

19 Ad Hoc Committee on Foreign Language Materials.....Ann Kelt

Eileen Curran read the report, which is on file.

Eileen was glad to participate in a committee meeting at CTEVH as the board liaison. There she emphasized the idea that items not unique to a specific area such as foreign language should be included in *Braille Formats*, not in the separate foreign language guidelines.

There is still much typing to do on the manual before it is finished.

20 Ad Hoc Committee on Uncontracted Braille Transcription Guidelines...Kim Charlson

A discussion of the purpose of the committee ensued. It was to develop a simple set of guidelines on the transcription of uncontracted braille and not to explore the practices or merits of the uses of uncontracted braille.

MSC Jennifer Dunnam moved to defer activity related to the uncontracted braille committee until the Alphabetic and Contracted (ABC) Braille Study is done and more information is available. Motion passed unanimously.

21 Bylaws.....Judy Dixon

In their meeting in Washington in October, the Bylaws Committee had started to work on revising the purpose statement. Eileen Curran is named as the new chair.

MSC Jennifer Dunnam moved to charge the Bylaws Committee with reviewing the names of technical committees and to make them consistent and descriptive. Motion passed unanimously.

MSC Pam Boss moved that the Bylaws Committee be charged to review the code revision processes in the policies, with an eye to how electronic communication may streamline BANA's work processes. Motion passed unanimously.

22 Outreach and Education Committee ..... Eileen Curran

The Outreach and Education Committee held two sessions at CTEVH. Martha Pamperin talked about the literary changes; Susan Christensen about formats; Ann Kelt about foreign language; Lucia Hasty on tactile graphics; and Betsy McBride on the math committee. Evaluations of the sessions were positive.

MSC Jennifer Dunnam moved to charge the Outreach and Education Committee with defining a consistent and rational purpose and approach for the open fora, including a method of evaluation. Motion passed unanimously.

Frances Mary D'Andrea was named as the new chair of the Outreach and Education Committee. Eileen Curran will remain on the committee as a member.

A proposal has been submitted to Getting In Touch With Literacy. The next open forum is scheduled in Philadelphia in conjunction with the fall BANA meeting.

MSC Frances Mary D'Andrea moved to charge the Outreach and Education Committee with exploring the idea of having a BANA award and moving it as far along as possible by next meeting. Motion passed unanimously.

22.1 Position Statements

MSC Jennifer Dunnam moved that BANA adopt the "Use of the Slate and Stylus" document as a position statement for BANA. E-mail vote to end Monday, November 27, 2006 at 5:00 PM. Voting yes: Mary Archer, Darleen Bogart, Pam Boss, Betsy Burnham, Eileen Curran, May Davis, Judith Dixon, Jennifer Dunnam, Bonnie Grimm, Sue Reilly, Diane Wormsley. Not Voting: Frances Mary D'Andrea

Judy Dixon read the proposed position paper on eight-dot braille.
The paper was well-received, and a number of corrections were discussed:
A transitional statement is needed so that the reader understands where the position ends and the background information begins.
An eight-dot cell is 33% higher than a six-dot cell, not 25%.
Other minor corrections were noted, and the paper will be corrected and distributed via e-mail for a vote.

Frances Mary D'Andrea read the list of proposed position papers and to whom the writing of each had been assigned.

Discussion of the need to sort out which types of committees work on guidelines (ad hoc) and which on codes (technical).

The purpose of some of these “position” papers is to define the issues, to clarify and to gather the information together.

23 Publications Committee ..... Susan Christensen

MSC Jennifer Dunnam moved to charge the Publications Committee to develop a "knowledge base" and a process allowing people to ask questions, have them answered/vetted, and posted to the BANA website in an accurate and timely manner. The board liaison to the technical committee would be responsible for viewing the answers. There would also be links provided to NBA and CTEVH's web sites as additional resources. Motion passed unanimously.

Judy Dixon read the committee report, which is on file.

The slate and stylus, ethics, capitalization, and production guidelines have already been approved.

The "update" will be sent to the technical committees for correction of typos and the like. The content in the update has already gone through the approval process.

Judy Dixon read the information and resources brochure. A number of needed corrections were noted:
Update the board liaisons to Hobbies and Crafts, Computer Braille Technical Committee, and the Tactile Graphics Technical Committee, which changed during this BANA meeting.
Make the "M" in any instance of the word "e-mail" lowercase.
Delete the sentence about the reading speed of 125 words a minute.
The last sentence of the second paragraph (just before "Our Mission") should simply read "the use of contractions helps reduce the size of braille books."

Sue Reilly read the additional portions of the "long version" of the guidelines for production of braille.

Warren will be asked if he has plans to use the old long version electronically; if so, change all the references/links to the Library of Congress to the National Federation of the Blind. The title "information and resources" needs to be changed to more accurately reflect the content. "BANA In Brief" was one suggestion. These ideas will be sent to Warren.

It was recommended to put a hit counter on the BANA web site.

It was agreed that the uncontracted braille release, with any needed modifications, should be added to the site as a position paper.

MSC Jennifer Dunnam moved to approve the Information and Resources brochure with needed corrections. Motion passed unanimously.

All representatives are encouraged to look for additional resources to help with the web site. Sue, Warren, and Judy will develop a plan for web site maintenance. It was recommended to be sure there is a good way to search the updates so that changes can be easily found.

The *BANA Braille Codes Update 2007* will need to be prepared in braille. There was a discussion of whose responsibility it is to produce the brf files. Judy will discuss this with the Publications Committee to see if they will manage this process.

24 BANA Braille Research Committee..... Diane Wormsley

It was noted that all of the fall 2006 dates for charges to each of the committees should be October, not September.

Kim Charlson is added as a member of the Ad Hoc Committee on Braille Research, and Judy Dixon is on all board committees *ex officio*.
Frances Mary D'Andrea read the report, which is on file.

The money that had been budgeted for the research project will be spent this summer.

Diane Wormsley read Attachment 2, "Proposed BANA Guidelines to Technical Committees for Assessing Impact of Proposed Changes and the Need for Research."
Step 1: This suggested process mirrors and quantifies the process already gone through when distributing proposed changes to technical committees.
Readability, writeability, and transcribability are considered in this process. The question was raised as to whether computability should somehow be measured (i.e., can a translation program render the material correctly or is human intervention required?); computability could be considered under production, or transcribability.

Because writing and transcribability are so similar, reading should be perhaps weighed more heavily. It also should be clarified that there would be, for example, two different passages developed for reading--one with examples of the original way, one with examples of the new way--two for reading, two for writing, two for transcribing.
Concerns were raised about having the technical committees do the research. They would need guidelines on creating the passages as well.

The definitions of the factors are still pending from Robin Wetzel and Rob Wall-Emerson.

MSC Mary Archer moved to charge the Ad Hoc Committee on Braille Research with developing a process for testing the decision tree outlined in "Proposed BANA Guidelines to Technical Committees for Assessing Impact of Proposed Changes and the Need for Research."**. Passed unanimously**

MSC Mary Archer moved the following charge for the Ad Hoc Committee on Braille Research: At the request of the BANA board, compile and report on

research which has been conducted in specific areas related to braille usage and the braille code, including how this research might direct BANA in decision making. Motion passed unanimously.

The committee is encouraged to use the various research libraries, like NLS, Perkins, APH, AFB.

25 Secretary's Report .....Jennifer Dunnam

25.1 Fall 2006 Minutes .....Jennifer Dunnam

MSC Judy Dixon moved that the fall 2006 minutes of the BANA Board meeting be approved with agreed-upon corrections. E-mail vote to end Friday, November 10, 2006 at 5:00 PM EST. Voting yes: Mary Archer, Darleen Bogart, Pam Boss, Betsy Burnham, Eileen Curran, Frances Mary D'Andrea, May Davis, Judith Dixon, Jennifer Dunnam, Bonnie Grimm, Diane Wormsley. Not Voting: Sue Reilly

25.2 Certificates of Appreciation.....Judy Dixon

There will be a certificate of appreciation for Betsy Burnham, and letters appointing the new members to committees.

25.3 Directory Update.....Judy Dixon

Everyone was encouraged to e-mail any changes in the directory to Warren Figueiredo; e-mail changes in e-mail addresses to Kim Charlson for the listservs.

25.4 BANA Exhibits.....Kim Charlson

The trunk will be mailed to NBA by Kim. Kin and Eileen are working on getting a new trunk.

An updated publications list is needed in time for the NBA conference. Gary Mudd will be at NBA to help unpack and set up the exhibit. It is difficult to see our current banner. Vertical banners are around $300. Sue Reilly will look into a new banner that is more vertical and can become small.

25.5 Stationery.....Jennifer Dunnam

The stationery has been redone, to include Judy Dixon's address in Virginia.

25.6 BANA's Listservs .....Kim Charlson

Corrections to e-mail addresses on BANA listservs were discussed.

The composition of the BANA-announce list was discussed. Judy and Kim are trying to identify those people who should be on BANA-announce who are currently not, such as committee members and CEO's of organizations.

In the directory move the Ad Hoc Committee on Braille Research out of technical committees and under board committees.

26 Treasurer's Report .....Mary Archer

Mary Archer opened a new account at Wells Fargo; they have banks in many locations around the country and allow for online and by-mail banking. It cost $100 to open the account. The Quicken files have been transferred from Sue Reilly to Mary Archer. Sue successfully closed the account at the bank in Kentucky.

26.1 2006 Year-end Financial Statement

Sue Reilly read the report, which is on file.

26.2 Financial Statements for 2007 Year-to-date

The only financial occurrence between January and March was the accrual of interest $131.10.

Sue Reilly read the statement, on file.

MSC Pam Boss moved to accept the report of the treasurer. Motion passed unanimously.

27 BANA Historian ..... Eileen Curran

The BANA archives are moving to be actively hosted with APH. Frances Mary D'Andrea was named as the BANA historian.

The electronic versions of the first two years worth of BANA minutes are done.

28 Press Release..... Eileen Curran

Press release to include the following: APH meeting in April, Open Forum, BANA in Brief, new member Gary Mudd,

The braille/Braille position paper will be a separate press release. When the web site is ready it will also be a separate press release. Update 2007, when it is done, will also have its own separate press release.

The meeting recessed at 5:00 p.m.

The April 15 meeting resumed at 9:00 AM.

13 Literary Braille Technical Committee .....Martha Pamperin

Discussion returned to the Literary Braille Technical Committee. Eileen noted that all of the literary rules have been circulated to technical committees except rule VII.

General discussion occurred about obscurity of examples in rules. There is a difference between the kinds of examples that should be included in code books (should provide a broad coverage of situations likely to be encountered) and those which should be used in public education (should show often-encountered situations or those with broad impact).

The major update will be posted to BANA-Tech without two things: 1) stem and leaf, and 2) literary Rule VII (the slash material). The update will go to BANA-Tech; those two other documents will also go to BANA-tech from their committee chairs. The two separate documents will rejoin the update after they have been approved; the update will not be circulated again. The update is being sent to BANA-tech only to have them look for copy errors--not changes needed in content.

When the document is complete, it will ultimately contain the following updates:
English Braille, American Edition, Revised 2002
Rule I - Punctuation Signs
Rule II - Special Braille Composition Signs
Rule VI - Abbreviations
Rule VII - Numbers And Roman Numerals
Rule VIII - Coinage, Weights, Measures and Other Special Symbols
Rule XVI - Short-Form Words

Braille Formats: Principles of Print to Braille Transcription 1997
Rule 1 - Basic Principles and General Formats
Rule 2 - Preliminary Page Formats
Rule 6 - Punctuation, Enclosure or Grouping Symbols, Boxed Materials
Rule 8 - Tables
Rule 13 - Exercises, Drills, Tests, and Test Booklets

The Nemeth Code for Mathematics and Science Notation 1972 Revision
Rule I - Braille Indicators
Rule II - Numeric Signs And Symbols
Rule V - Type Forms
Rule IX - Contractions And Short-Form Words
Rule XII - Fractions
Rule XVI - Shapes
Rule XVII - Function Names And Their Abbreviations
Rule XVIII - Signs And Symbols Of Grouping
Rule XXIV - Spatial Arrangements
Rule XXV - Format

Appendix A - Combinations of Type-Form, Alphabetic, and Capitalization Indicators
Appendix B - Index of Braille Symbols
General Index

This update will go into effect on January 2008, to give organizations six months of notice about changes. Members should feel free to spread the word that an update can be expected in July.

With further discussion, there remains some uncertainty as to what has actually been approved on the Formats rule.

Warren will be asked to develop a database to track what has happened to each rule, Also Warren and Judy are being asked to establish conventions for file naming, including dates and more complete names, to allow for better tracking of versions.

All members were encouraged to read the update carefully, and make sure items have been previously approved.

29 UEB Update ..... Darleen Bogart

Jill Cooter read the report, which is on file.

30 International Braille Organizations

30.1 ICEB Executive Meeting: Eileen Curran

Members were encouraged to seek support from their organizations for attending the ICEB General Assembly in 2008.

30.2 IPA and UEB Linguistics Update: Darleen Bogart

30.3 World Braille Council: Darleen Bogart

30.4 World Braille Union America/Caribbean Region: Kim Charlson

The North American Caribbean Region held their previous meeting at Perkins; they also met just last week, but there is no information available yet. There were no particular discussions about braille on the agenda, besides brainstorming about celebrations for the Louis Braille bicentennial.

30.5 French Braille Unification Update: Darleen Bogart

Jill Cooter read the report on French Braille Unification, which is on file.

30.6 Other Country Initiatives

31 Unfinished Business

31.1 AFB Solutions Forum: Frances Mary D'Andrea

Solutions forum will be dropped from unfinished business.

31.2 ACB NUBS Resolution: Kim Charlson

The American Council of the Blind passed a resolution in 2005 in which they called upon BANA to look at NUBS, and we said we would. BANA has not looked at it yet. Judy tried to organize some NUBS for this meeting, but no one was able to do it for us. We need a mechanism to honor this request from the consumer organization.

Since the last BANA meeting, some members attempted to access the code on NBA's web site but the pages on the code were not there. The board received workbooks last fall. Mary Archer noted that the code is relatively complete now.

GC Kim/Judy will let ACB know that a session on NUBS is planned for the BANA meeting in Philadelphia.

32 New Business.....Judy Dixon

MSC Kim Charlson moved that BANA make a $100 donation to the Beach Cities Braille Guild in memory and recognition of the life and work of Norma Schecter. E-mail vote to end at noon on Wednesday, January 24, 2007. Motion passed unanimously.

The American Printing House for the Blind will host the BANA archives. See earlier discussion under item 2.

32.3 Ad Hoc Committee on Environmental Braille

MSC Diane Wormsley moved to create an Ad Hoc Committee on Braille Signage and Labeling and to appoint the following members: Pam Boss, Gary Mudd, Kim Charlson (chairperson), and Bonnie Grimm. Motion passed unanimously.

MSC Kim Charlson moved to charge the Ad Hoc Committee on Braille Signage and Labeling with reviewing the BANA brochure and existing guidelines on signage and labeling, develop recommendations for issues related to signage and labeling, including codes used, physical aspects, materials, placement, etc. Motion passed unanimously.

32.2 BANA's 30th Anniversary

BANA's 30th anniversary will be this fall. All were encouraged to consider ways to mark the occasion.

32.1 BANA Awards and Recognition

MSC Frances Mary D'Andrea moved to charge the Outreach and Education Committee with exploring the idea of having a BANA award and moving it as far along as possible by the next meeting. Motion passed unanimously.

The Strategic Planning Committee will be the Executive Committee. Warren will be asked to put in the directory a list of the Strategic Planning Committee which includes all members of the Executive Committee.

Membership Committee:

Mary Archer was named as the chair of the Membership Committee.

The committee received an application from Donna Passey of Canadian Association of Educational Resource Centers for Alternate Format Materials (CAER). They are a consortium of materials resource centers, much like the Association of Instructional Resource Centers for the Visually Handicappd (AIRCVH) in the U.S. CAER is made up of all the provinces and territories and those who run the resource centers. They propose to rotate among their members to serve as the BANA representative. They originally proposed to rotate the BANA representative annually but agreed to rotate no more often than every three years. The membership committee recommends that BANA accept their application.

MSC Kim Charlson moved acceptance of the application of CAER to BANA, based on the recommendation of the Membership Committee. Voting Yes:
Mary Archer, Pam Boss, Kim Charlson, Judy Dixon, Jennifer Dunnam, Gary Mudd, Sue Reilly, Diane Wormsley. Voting no: Frances Mary D'Andrea, Jill Cooter, Eileen Curran

CAER is having its annual meeting at the end of April. We will send them an invoice and a welcome/announcement letter.

BANA's unification efforts:

Jill Cooter read the statement, which is on file.

A few corrections were discussed:
In the first paragraph, add the word "also" between "it" and deals."
Fourth paragraph, first sentence, beginning with "some examples…": remove the colon and add???
In the fifth paragraph, last sentence, change "their" to "a" before "national standard".
Judy will take out the brackets.

MSC Mary Archer moved to accept the statement on braille unification efforts as amended. Motion passed unanimously.

Warren will be asked to put the BANA-funded UEB research project reports on the BANA web site.

The addition of CAER as a BANA member will be in the press release.

Lucia Hasty will work on getting the NUBS pages up on NBA's new web site.

33 Future BANA Meetings.....Judy Dixon

Fall 2007 - ASB
Philadelphia, Nov. 15-18, Thursday to Sunday.
Location: The Holiday Inn on Walnut Street, a couple blocks from ASB.
The open forum is planned for early evening.
This forum will be open to all. Consumer organizations are encouraged to spread the word about the open forum.
Board members are encouraged to be in Philadelphia by noon on Thursday.
The meeting will end at noon on Sunday.
Jennifer Dunnam will assist May Davis with planning the meeting as needed .

Spring 2008 - AER

Spring 2008 Dates are not available yet because we are waiting on AER-Lift and ICEB. Other meetings to consider are NBA, NLS National conference, CSUN Josephine Taylor.

Fall 2008 - NBP
Spring 2009 - CTEVH
Fall 2009 - AFB
Spring 2010 - ACB
Fall 2010 - CNIB
Spring 2011 - CCBVI
Fall 2011 - NBA
Spring 2012 - NFB
Fall 2012 - BIA
Spring 2013 - NLS
Fall 2013 - APH

APH was commended for the wonderful meeting arrangements!

34 Adjournment

The meeting was adjourned at 11:30 AM.

Submitted by:

Jennifer Dunnam,
Secretary